



ARKANSAS DEPARTMENT OF EDUCATION

Four Capitol Mall
Room 106A
Little Rock, Arkansas 72201-1019
501-682-2744

POSITION VACANCY ANNOUNCEMENT – RE-ADVERTISED

September 9, 2016

Closing Date: September 15, 2016

(Position will close after five working days from date of listing or until filled.

Application review will begin on September 16, 2016).

Title: ADE PLSB SENIOR INVESTIGATOR

Position Number: 2216-2858

Grade: C123

Professional Licensure Standards Board (PLSB)

DUTIES:

In addition to regular education investigator duties, this position will handle or assist less experienced investigators with more complex cases; assigned to train, teach, coach and mentor less experienced investigators assigned to the PLSB unit, with technical assistance, an initial training period, allowing the new investigator to accompany and observe the senior investigator on an investigation, accompanying the new investigator on investigations, coaching on specific cases, providing feedback. Provide Code of Ethics training to educators, attorneys, legislators, and other interested parties in various forums and settings in person or video presentations, assist with the preparation of training materials and work closely with management to recommend changes to investigative policies and procedures.

SPECIAL REQUIREMENTS:

Applicant must possess experience with public speaking and competency in use of presentation software would be beneficial.

SPECIAL APPLICATION INFORMATION:

Only completed application with work history will be accepted. The work history section of the application must be completed. We do not accept resumes in lieu of completing this section.

MINIMUM QUALIFICATIONS:

The formal education equivalent of a bachelor's degree in business administration, public administration, criminal justice, education, or a related field; plus three years of experience in conducting investigations and preparing investigative reports or a related field. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. Other job related education and/or experience may be substituted for all or part of these basic requirements except for certification or licensure requirements, upon approval of the Qualifications Review Committee.

PROCEDURE FOR APPLICATION:

Applicants must complete the Application for State Employment. Resumes may accompany, but will not replace the application. Application returns and requests must be directed to the Arkansas Department of Education (ADE), Human Resources Office, Room 106A, Four Capitol Mall, Little Rock, Arkansas 72201-1019, (501) 682-2744. Visit our website at Arkansased.gov or www.arstatejobs.com. To make a call using the Arkansas Relay Service, dial 1-800-285-1121 (Voice) or 1-800-285-1131 (TDD) and for customer service, dial 1-800-285-7192 (V/TDD). Applications will be subject to inspection under the Arkansas Freedom of Information Act.

The Arkansas Department of Education is an Equal Opportunity/Affirmative Action Employer. All applicants will receive equal consideration without regard to race, religion, color, national origin, gender, sexual orientation, political affiliation, age, disability or any other non-merit factor. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.